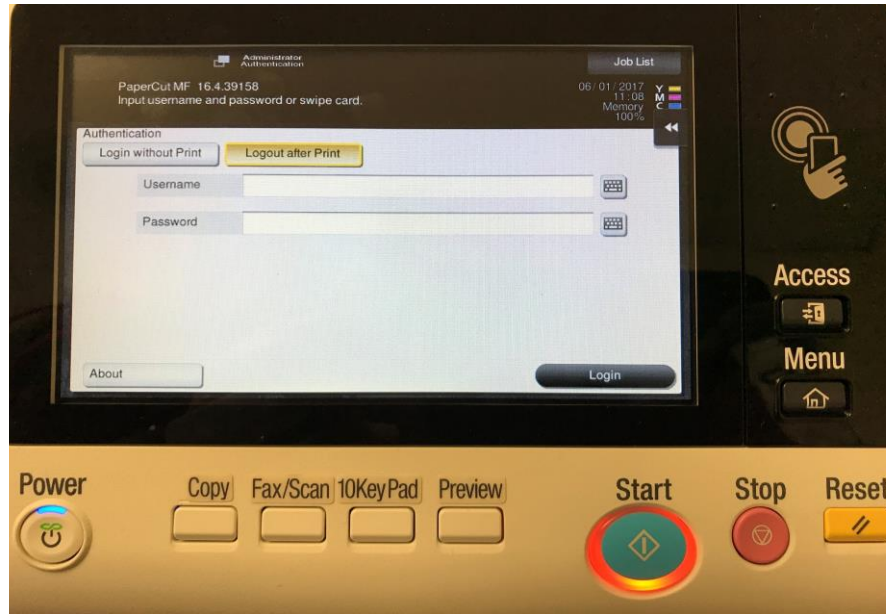


Releasing Print Jobs on Konica Minolta MFPs

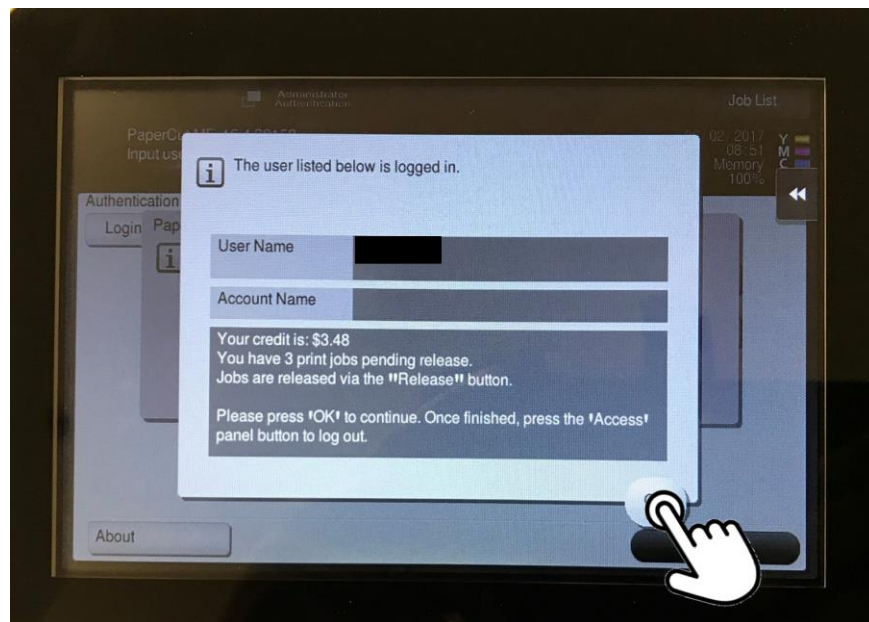
When you print to the campus-wide CUCA_PRINT print queue, your job is held until you 'release' it at a specific MFP device. Only if and once the job is released will you be charged for your printing.

The following document shows the succession of screens you will navigate to release your print job(s).

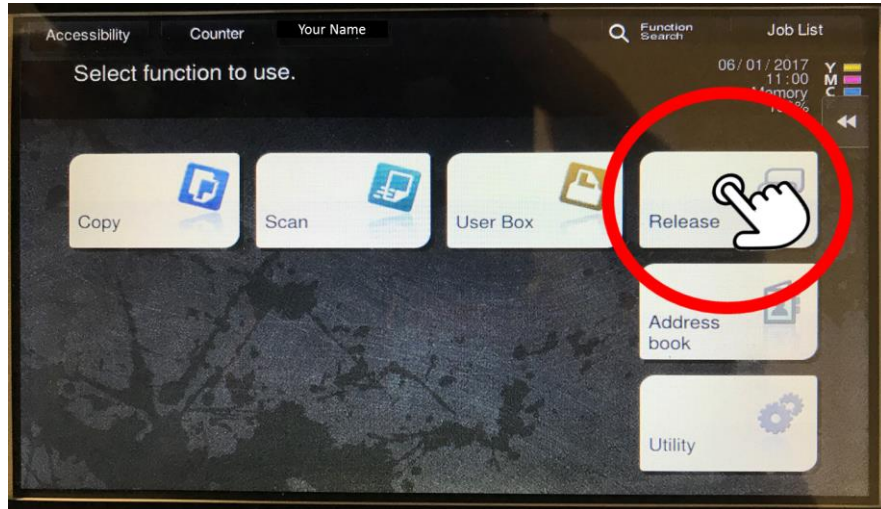


To release your print jobs:

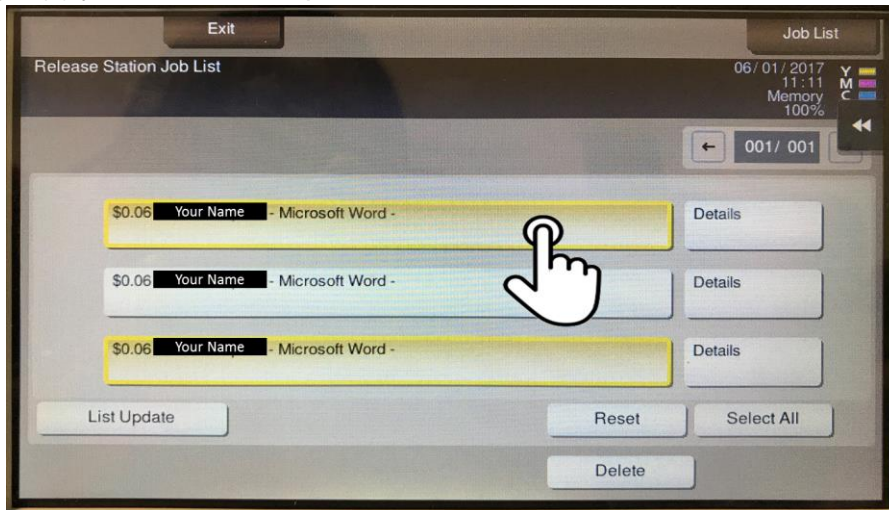
1. Swipe your ID card at one of the Konica Minolta MFPs across campus.
2. You will be presented with a login screen confirming your account, listing the total amount of free printing available, as well as the number of print jobs waiting for release.
3. Click the "OK" button on screen, you will be presented with the Home screen.



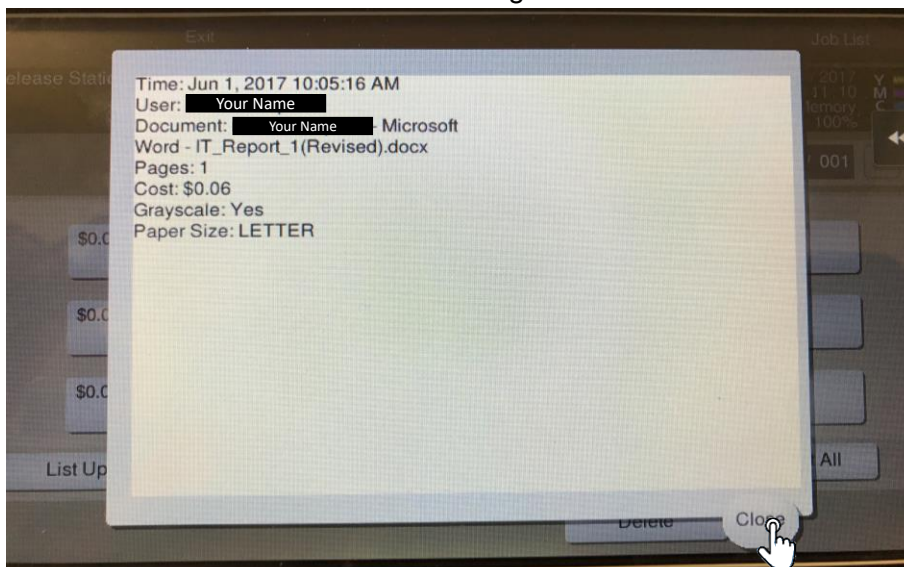
4. Choose the "Release" button on screen.



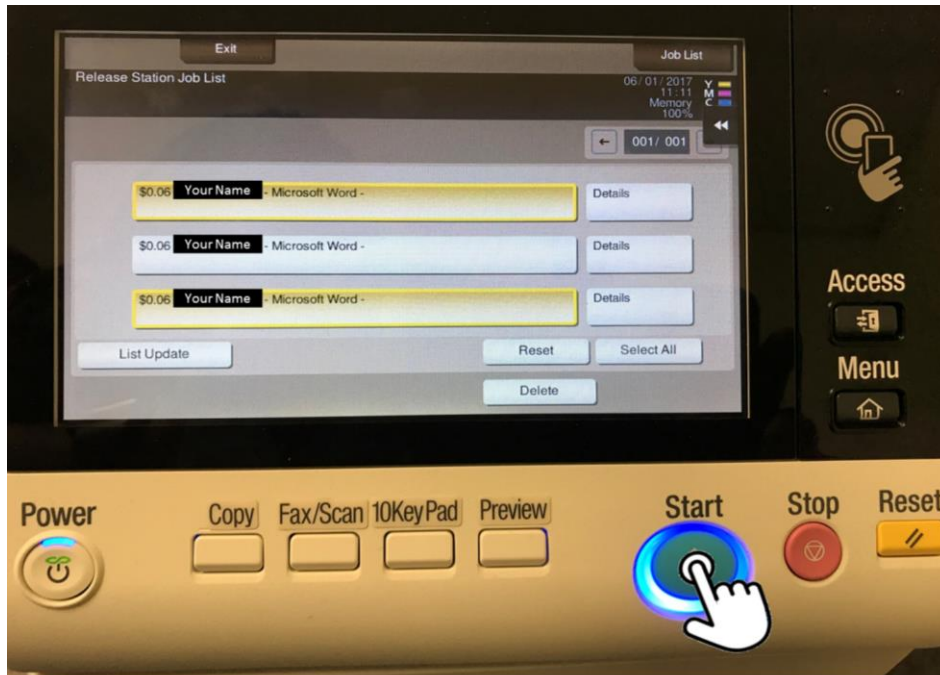
5. Select the job(s) you would like to print.



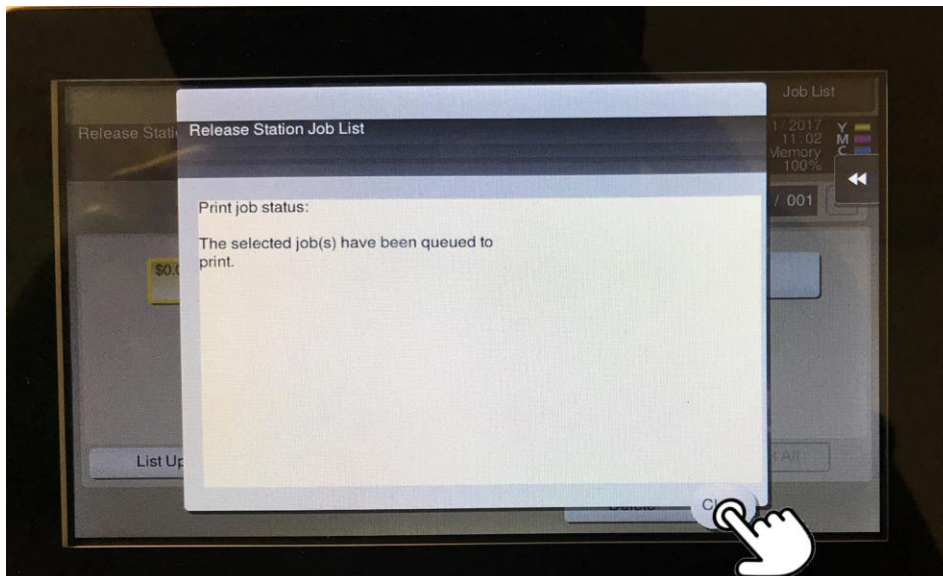
(Optional) You can also click on the Details button to get more information about each document.



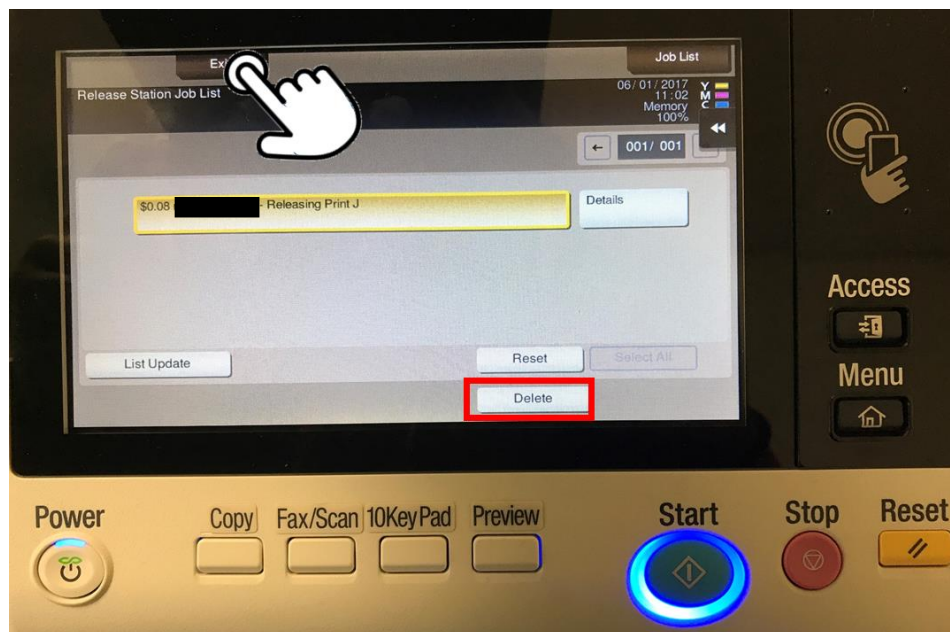
6. Once your job or jobs are selected, click the main “Start” button on the MFP.



7. You will be presented with a confirmation screen informing you that your print job(s) have been queued and will be completed



8. Once you have closed the confirmation screen, you will return to job selection screen. From here you can either Delete any unwanted jobs or select Exit to return to the Main Menu.



9. When you are finished with the Konica MFP, Press the Access button to logout of the MFP.

